

New Sole Source Justification (SSJ) Form Frequently Asked Questions

Why do I need to submit a SSJ form?

Review the [Completing the Sole Source Justification Form TDx KBA](#) for more information.

When do I submit a SSJ form?

- When a purchase or agreement of \$10,000 and greater is awarded outside of a competitive bid process and does not qualify as an exemption.
- For more information, refer to [SPG 507.01, Section XII](#).

How do I submit a SSJ form?

Submit your sole source request according to the table below. Be sure SSJ form is complete, signed by department approver, and accompanied by supporting documentation.

| For Campus Staff | |
|---|--|
| If a one-time purchase is needed, submit via... | MPathways eProRequisition |
| If a signed agreement is needed, submit via... | Request a New Contract TDx form |
| For Michigan Medicine Staff | |
| Submit all completed forms via... | Email to Michigan Medicine Contracts and Procurement |

My sole source requisition is for less than \$50,000. Do I still need to submit a SSJ form?

The Board of Regents has approved an increase of the competitive bid limit from \$10,000 to \$50,000. The formal bid limit increase is slated to go-live toward the end of Q1 of the 2024 calendar year. Until that time, the university will require a SSJ form for sole source purchase or agreement requests between \$10,000 - \$50,000.

I really like the old SSJ form. Will I still be able to use it?

We encourage as much early adoption of the new SSJ form as possible. However, we understand requests may have been started or are awaiting departmental approval at the time the new form was launched. Procurement Services will still accept the old form. Buyers have

been given instructions to use the formal bid limit increase go-live as the cutoff to accept old SSJ forms.